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CONGRESS OF THE UNITED STATES
JOINT COMMITTEE ON PRINTING
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TO ALL DEPARTMENTS:

Broad coordination of the total Federal Government printing effort appears to be indicated in order to fulfill the constantly expanding need for printing services resulting from the decentralization of Government activities throughout the Nation. This is one of the major considerations in the Joint Committee on Printing study, leading to the realinement of some elements of the Federal printing program.

To that end, representatives of the departments and agencies and the Government Printing Office have cooperated with the Joint Committee staff in formulating questions designed to develop needed information. Due to the broad scope of the study, separate sets of questions are listed for different subject areas, as follows:

Publications Management
Printing Production
Printing Procurement
Sale and Distribution of Government Publications

The range of questions is so extensive that answers necessarily may have to be obtained from several sources in the larger departments. However, the completed questionnaires should be returned to the Joint Committee on Printing through each department's single printing liaison officer. An initial supply of forms (JCP Nos. 11, 11a, 11b, 11c, and 11d) are being furnished each department's printing liaison officer to be used for reporting the desired information. Additional copies of these forms may be obtained from the Joint Committee on Printing upon request.

Your cooperation in returning the completed forms not later than October 1, 1965, will be appreciated. Requests for extension of time because of compelling circumstances should be submitted no later than September 15, 1965. Requests for extension of time will be considered on their individual merits.

Yours very sincerely,

Carl Hayden

Chairman.